

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

RICHARD A. HOUCK, JR.
CHIEF UNITED STATES PROBATION OFFICER

SUITE 2800
E. BARRETT PRETTYMAN
UNITED STATES COURTHOUSE
WASHINGTON, DC 20001-2866
TELEPHONE (202) 565-1300

JOB OPPORTUNITY

Announcement Number: 97-DC-12

Opening Date: June 12, 1997

Closing Date: Open Until Filled

POSITION TITLE: PROBATION CLERK
(One or More Positions May be Available)

SALARY RANGE: CL 23 (\$20,048 - \$32,582)

POSITION LOCATION: Washington, D.C.

DUTIES AND RESPONSIBILITIES: The incumbent formats, types, and edits reports developed by probation officers within a specified time period. Reports include presentence reports, violation reports, and preliminary interview reports for the Court. Prepares petitions, orders, and paperwork essential to probation and parole supervision. Prepares other letters, memoranda, recurring reports and forms. Composes routine correspondence for officers.

Organizes and prepares case files for officers' use in accordance with established case management procedures. Enters statistical data into automated database. Receives and transfers case files from other districts. Also assists probation officers in performing investigations for this and other Districts, initiating verification forms, and verifying information by phone. Prepares and maintains investigative files and enters data into case tracking system. Makes entries to chronological records in supervision case files from information provided by officers. Answer routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Answers and screens telephone calls and visitors. Directs persons reporting from prison or from court as to officer assignment and reporting procedures. Assists officers in maintaining appropriate statistical reports and other data for quarterly workload reports. Prepares conditions of probation.

JOB REQUIREMENTS: Knowledge and skill in use of personal computers and software applications to prepare reports and correspondence. Ability to transcribe from personal dictation, recordings or handwritten material. Broad knowledge of proper grammar usage and the ability to edit efficiently. Ability to organize work to meet recurring deadlines and maintain tracking systems related to cases. Ability to give and receive accurate and timely information from

individuals within and outside the court.

QUALIFICATIONS

GENERAL EXPERIENCE: Applicant must be a high school graduate or equivalent, plus two years general experience in progressively responsible clerical, office, or other work which indicates the possession of the knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: To qualify for the above entry level position, applicant must have one year of specialized clerical experience requiring the routine use of keyboard skills, data processing in a windows environment, use of spreadsheet applications, use of specialized terminology, and have demonstrated the ability to apply a body of rules, regulations, and directives or laws, to daily workload.

PREFERRED EXPERIENCE: Proficient in windows-based software programs such as: Corel WordPerfect 7.0, Lotus Excel, Lotus Organizer, cc: Mail, and database programs such as Lotus Access.

EXPERIENCE SUBSTITUTIONS: Excess specialized experience may be substituted for required general experience. Education above the high school level may be substituted for required general experience on the bases of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

EMPLOYEE BENEFITS

Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, a physical fitness program, MetroChek public transportation vouchers, a community service volunteer program, as well as an annual employee awards program.

A complete position description is posted in the United States Probation Office for the District of Columbia. Selection will be made consistent with the provision of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia. U.S. Citizenship and a background investigation are required for employment with the U.S. Probation Office.

**Applicants should submit a cover letter, Standard Form-171, and writing sample to:
Mr. Richard A. Houck, Jr., Chief United States Probation Officer.
333 Constitution Ave. NW
Room 2800
Washington, DC 20001-2866
Reference Announcement # 97-DC-12**